



AK-MOU-062



DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY ALASKA
600 RICHARDSON DRIVE # 5000
FORT RICHARDSON, ALASKA 99505-5000

REPLY TO
ATTENTION OF.

**MEMORANDUM OF UNDERSTANDING
BETWEEN
COMMANDER, UNITED STATES ARMY ALASKA
AND
COMMANDER, COLD REGION TEST ACTIVITY - ALASKA**

**SUBJECT: Memorandum of Understanding (MOU) for Equal Opportunity (EO)
program Support**

1. PURPOSE. This MOU establishes procedures and responsibilities regarding EO support for partner units in carrying out the Army's EO Program.
2. REFERENCES.
 - a. AR 600-20, Army Command Policy, dated 15 July 1999.
 - b. Department of Defense Instruction 4000.19, Interservice and Intragovernmental Support, dated 9 Aug 95.
3. APPLICABILITY. This MOU applies to partner unit commanders within USARAK.
4. MISSION.
 - a. To assist partner unit commanders in developing their program effectiveness; identify and assist in the resolution of EO complaints and develop appropriate training; provide EO assistance to military personnel, family members, and DOD civilians to enhance teamwork, mutual respect and loyalty.
 - b. Contribute to mission accomplishment, cohesion, and combat readiness.
5. RESPONSIBILITIES.
 - a. Commanders.
 - (1) Comply with all policies and procedures IAW AR 600-20 and USARAK Affirmative Action Plan.

APVR-AG-EO

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(2) Consult with a USARAK Equal Opportunity Advisor (EOA) prior to and upon completion of formal EO complaint investigations.

(3) Ensure the original formal complaint package is forwarded to the unit's MACOM upon completion of processing. Also, provide a copy to the USARAK EO office.

(4) Ensure the unit has two assigned Equal Opportunity Representatives (EOR) (primary and alternate). Ensure EORs have completed the two-week EO Leadership Course conducted by the USARAK EOAs. The EO Leadership Course is conducted quarterly.

(5) Conduct mandatory EO/Prevention of Sexual Harassment (POSH) training semi-annually. Ensure a copy of the unit training schedule, memorandum including information outlined in AR 600-20, and sign-in sheet(s) are forwarded to the post EO office.

(6) Ensure unit assessment(s) are conducted within 90 days of assuming command and annually thereafter. If the survey is conducted by an agency other than the post EOA, ensure a copy of the survey is forwarded to the post EO office.

b. Post Equal Opportunity Advisors.

(1) Conduct unit climate assessments, provide feedback to commanders, and maintain copies of all assessments for a minimum of two years IAW AR 600-20.

(2) Provide recommendations regarding informal and formal complaints.

(3) Maintain a file for all unit EO training.

(4) Advise the commander on EO matters as required.



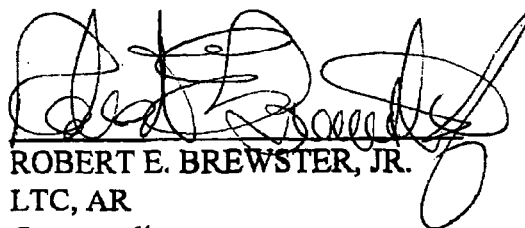
KELVIN C. MARSHMENT

COL, GS

Chief of Staff

29 DEC 99

(DATE)



ROBERT E. BREWSTER, JR.

LTC, AR

Commanding

14 OCT 99

(DATE)